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Executive Registry

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DD/P - 1-4176

JAN 20 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Headquarters Support for WH Division  
Field Stations

1. The Inspection and Review Staff recently conducted an inspection of the WH Division field stations. The report disclosed instances of inadequate Headquarters support.

2. The following matters taken from the report are forwarded to you as items which cannot be remedied solely by corrective actions of DD/P components. The problems listed generally pertain to all field stations inspected.

a. Finances

In most every station the inspectors received complaints regarding the Budget Allotment Control Procedures as set forth in Handbook [REDACTED]. The primary complaints are that the Handbook instructions are difficult to understand and the reports and bookkeeping required are excessive and time consuming.

Several cases were reported where currency had been forwarded to the field station, but cost rates were not furnished by the Headquarters Finance Division. The lack of such information makes for additional work and difficulty in reconciling accounts.

These items have been discussed informally with the Office of the Comptroller and the Finance Division.

b. Supply

The inspectors reported that the time element involved from the time a requisition is submitted by the station until the time the item is received in the field is too long. On examination of these cases in Headquarters we find that in part the excessive time is due to the time required for procurement, packing and shipping. The cases reviewed do not indicate that the material was such that programing was required, but is more of the type of equipment that is readily available from stock or from commercial sources.

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